

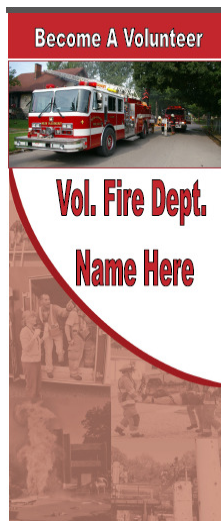


MICHAEL R. PENCE, Governor
STATE OF INDIANA

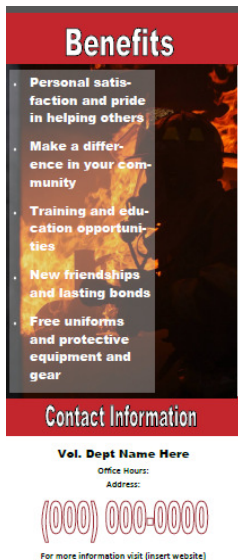
INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204

There are three steps to personalizing the brochures. Please do not print off brochures in current template state.

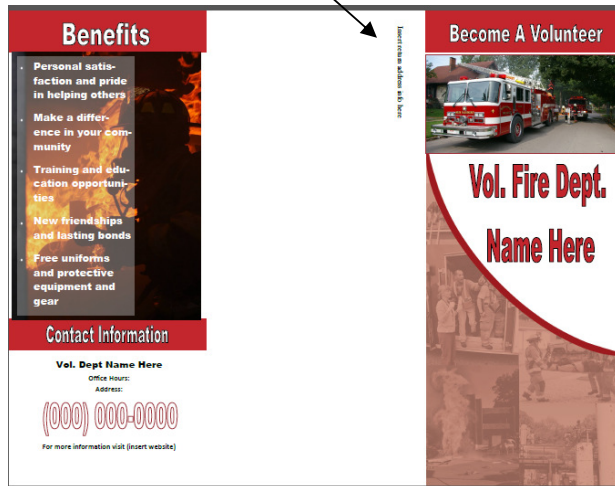
First step: Insert the name of the volunteer fire department.



Second step: Update contact information (Include name of fire dept., office hours, address, phone number and website information)



Third step: The back of the brochure is blank and an area is provided if you want to include a return mailing address. The can be deleted if not needed.



*Note if your department does not have all the information to fill in all areas, you can delete the undesired information.

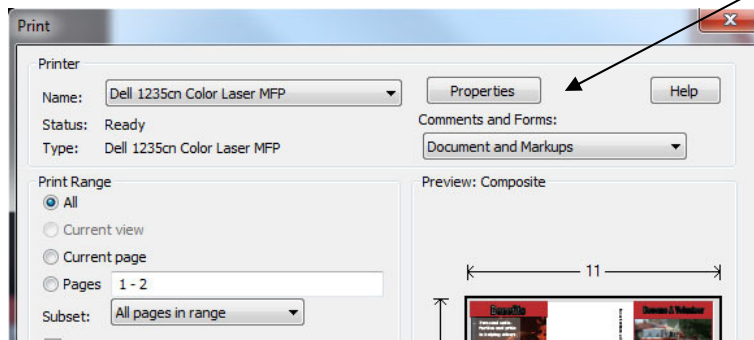
The second page (inside brochure information) is all general information that can be applied to volunteer fire departments. If needed, information can be added or deleted during the editing stages (NOTE: This can only be edited in Microsoft Publisher).

After the three steps, the brochure is ready to be printed. Remember any of the brochures can be printed off in black and white.

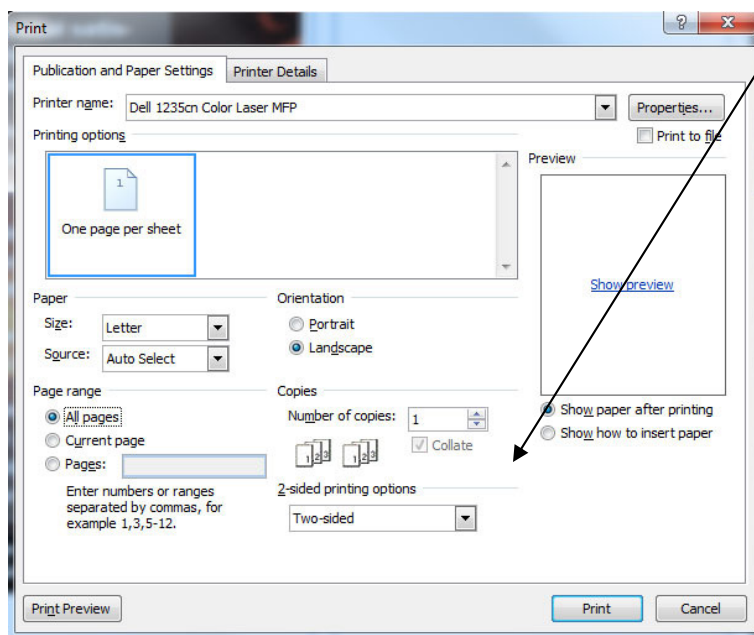
Printing Instructions

Under your printer settings, make sure you the orientation is set to “Landscape” and that you are printing on the front and back side of the paper. Ever printer is different and you may have to adjust your printer’s settings.

In Adobe Acrobat Reader you can view your printer’s settings by clicking on the “Properties” button on the print menu.



In Microsoft Publisher, make sure you select “Two-sided” under the 2-sided printing options section of the print menu.



When the “Linked Picture” box appears, click “Print Displayed Picture.” You may have to do this multiple times before it prints.

